

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: *April 8, 2014*

Approved: May 6, 2014

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 12:22 p.m. p.m., Tuesday, April 8, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ellen Brocato, Kathy Chovanec and Marc Zimmermann, Ph.D. (LSBEP Board member, ex-officio nonvoting member); and, Executive Director, Kelly Parker. The following members of the public were also present for the Board meeting: Grant Gautreaux, Ph.D.

The Board reviewed the April 8, 2014 agenda. Dr.Longwell moved to accept the April 8, 2014 agenda. The motion passed unanimously.

The Board reviewed the February 4, 2014 minutes. The Board discussed the minutes. Dr.Longwell moved to accept the minutes with noted modifications to the credentials review section. The motion passed by majority as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-nay, Chovanec-nay.

The Board reviewed the March 11, 2014 minutes. The Board discussed the minutes. Longwell moved to accept the minutes with noted modifications to the credentials review section. The motion passed by majority as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-nay, Chovanec-nay.

Ms. Chovanec addressed the Board regarding the drafting of minutes. Chovanec requested that the minutes list everyone's credentials or list the names with first initial and last name. The Board discussed the idea. Ms. Bellaci moved to keep the minutes consistent and not change the formatting of the names in the minutes. The motion passed by majority vote as follow: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-nay.

Ms. Chovanec moved that the Board members consider tracking motions made at each meeting via a written form. The Board discussed the motion. The motion failed, the votes were as follows: Bellaci-nay, Bradford-nay, Longwell-nay, Brocato-yay, and Chovanec-yay.

Ms. Chovanec suggested the Board consider recording the meetings. The Board discussed the idea briefly. Dr. Longwell moved to table the decision and obtain legal clarification regarding the requirements for electronic record keeping, including but not limited to storage requirements, and any necessary policies. The motion passed unanimously.

Pursuant to LSA R.S.42: 6.1(4), Ms. Bellaci moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members present as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Ms. Bellaci reviewed the complete application file of Dawn Gilcrease. Ms. Bellaci noted that the file met licensure requirements. Ms. Bellaci moved to issue a behavior analyst license to the Ms. Gilcrease. The motion passed unanimously.

Ms. Bradford reviewed the complete application files for the following behavior analysts: Mindy Rothstein, Ph.D. and Tony Vets, II. Ms. Bradford reported that the files met licensure requirements. Ms. Bradford moved to issue behavior analyst licenses to the applicants. The motion passed unanimously.

Ms. Brocato reviewed the complete application files for the following behavior analysts: Jennifer Longwell, Ph.D. and Amy Theobald. Ms. Brocato noted that the files met licensure requirements. Ms. Brocato moved to issue behavior analyst licenses to the applicants. The motion passed unanimously.

Dr. Longwell reviewed the complete application file for Shelly Killian, behavior analyst applicant. Dr. Longwell noted that the file met licensure requirements. Dr. Longwell moved to issue a behavior analyst license to the applicant. The motion passed unanimously.

Ms. Chovanec reviewed the complete application files for the following behavior analysts: Preeti Kumar and Kristen Kelly Spears. Ms. Chovanec noted that the files met licensure requirements. Ms. Chovanec moved to issue behavior analyst licenses to the applicants. The motion passed unanimously.

Dr. Longwell reviewed the complete application file for the following state certified assistant behavior analyst: Claire Prat. Dr. Longwell noted that her file met licensure requirements and she would be working under the supervision of Kristen Kelly Spears. Dr. Longwell moved to issue a state certification to Ms. Prat. The motion passed unanimously.

The Board reviewed Katherine Saltzman's answers to Part IV of the behavior analyst application and supplemental documentation submitted by Ms. Saltzman. After careful review and discussion, Ms. Bradford moved to allow Ms. Saltzman to proceed with the licensure process. The motion passed unanimously.

The Board requested to review the file of Jamie Verrett, applicant for registration as line technician. The Board previously requested further information regarding Part IV of the line technician application. Ms. Parker noted that a phone message was left at the office regarding something being put in the mail, however, to date, no additional information had been received. The Board discussed the issue. Dr. Zimmermann moved to have Ms. Parker notify Ms. Verrett that the information had not been received and give her one-week to submit same. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Chovanec-yay, and Brocato-yay.

The Board reviewed the file of Brandy Breaux. Ms. Brocato moved to request additional information regarding the answers to Part IV of the line technician application. The motion passed unanimously.

The Board reviewed the file of Griselle Gabourel. Ms. Chovanec moved to request additional information regarding the answers to Part IV of the line technician application. The motion passed unanimously.

The Board reviewed the file of Samantha Johnson. Dr. Longwell moved to request additional information regarding the answers to Part IV of the line technician application. The motion passed unanimously.

The Board reviewed the file of Amber Lenard. Dr. Zimmermann moved to request additional information regarding the answers to Part IV of the line technician application. The motion passed unanimously.

The Board reviewed the file of Amanda Morgan. Ms. Bellaci moved to request additional information regarding the answers to Part IV of the line technician application. The motion passed unanimously.

The Board reviewed the file of Kristen Walstrom. The Board discussed Part IV of Ms. Walstrom's application. Dr. Zimmermann moved to accept the information and allow Ms. Walstrom to proceed with licensure as a behavior analyst. The motion passed unanimously.

Complaints Committee [LSA-R.S.42:6.1]

- a. 2014-003B: The Board discussed the correspondence and status of the Board initiated communication to a center operating within Louisiana who advertised ABA services but did not have licensed professionals on file with the Board office. Ms. Bellaci moved that the Board close 2014-003B but obtain legal advice regarding Bulletin 746. The motion passed unanimously.

Finance Committee: Ms. Chovanec reported to the Board regarding the March 2014 finances, including but not limited to bank account balances and the recent invoice from the attorney. Ms. Chovanec also presented the Board with the LSBEP invoice for March. The Board discussed the finances and LSBEP invoice. Ms. Brocato moved to approve the payment for the LSEBP March invoice. The motion passed unanimously. Ms. Brocato also moved to have Ms. Parker pay the attorneys fees once an updated invoice is received. The motion passed unanimously. Ms. Parker informed the Board that DHH imposed an April 30, 2014 deadline for the submission of all 2014-2015FY Contracts.

Ms. Brocato moved to continue the contract for investigative services with Tony Bettevy in the amount of \$5,000, at a rate of \$60 per hour, for the period of July 1, 2014 through June 30, 2015. The motion passed unanimously.

Dr. Longwell moved to continue the contract for website services with Terry Mallory in the amount of \$1,000 at a rate of \$65 per hour for the period of July 1, 2014 through June 30, 2015. The motion passed unanimously.

Ms. Bellaci moved to continue the contract for hearing officer services with Carey Holliday in the amount of \$3,000 at a rate of \$175 per hour for the period of July 1, 2014 through June 30, 2015. The motion passed unanimously.

Dr. Longwell moved to continue the contract for Board Counsel services with the Attorney General's Office in the amount of \$15,000 at a rate of \$175 per hour for the period of July 1, 2014 through June 30, 2015. The motion passed unanimously.

Ms. Brocato moved to continue the contract for a Board Prosecutor with Mark Boyer, Esquire, in the amount of \$4,500 at a rate of \$175 per hour for the period of July 1, 2014 through June 30, 2015. The motion passed unanimously.

Ms. Chovanec addressed the Board briefly regarding her concerns involving the accountant contract. The Board discussed the issue. Dr. Longwell moved to continue the contract with Valerie Dominique in the amount of \$1,500 at \$50 per hour for the period of July 1, 2014 through June 30, 2015 and continue to consider the issue in long range planning. The motion passed by roll call vote: Bellaci-yay, Bradford-yay, Chovanec-yay, Longwell-yay and Brocato-yay. Ms. Parker agreed to follow up with DHH regarding a few contract questions.

Ms. Brocato updated the Board regarding her intent to create a new MOU. She anticipates that a draft will be available for review at the May Board meeting.

Jurisprudence Examination Committee: No new report.

Legislative Oversight Committee: Ms. Bradford reviewed with the Board draft regulations for the supervision of state certified assistant behavior analysts. The Board discussed the draft. Ms. Bradford indicated she would forward the draft to Ms. Parker for final preparation and review at the May meeting.

Ms. Bradford informed the Board that the next set of draft supervision rules would be for line technicians. The Board discussed the idea. Ms. Bellaci inquired whether the Board would be open to inviting others to participate in the discussion. Ms. Parker commented that it was an excellent idea and a workgroup of professionals from different backgrounds could be beneficial. The Board discussed the workgroup. Ms. Bellaci moved to create a workgroup to create supervision requirements for line technicians. The motion passed unanimously.

Policies and Procedures Committee: The Board discussed policies regarding criminal background checks. Dr. Longwell moved to require applicants to obtain a new CBC if their license, certification or registration had been lapsed one year or more. The motion passed unanimously. Dr. Longwell also addressed the Board regarding the proper name to put on the license, certificate or registration. The Board discussed the idea. Ms. Bellaci suggested that the license include the first and last name only. The Board considered ways to request the applicant's preference. Ms. Brocato moved to list the first name and last name on the license, unless otherwise specified, and that the Board give the applicant the preference and opportunity to designate same at the time of the jurisprudence invite. The motion passed unanimously.

Continuing Education Committee: The Board discussed the proposed continuing education rules that

would require 30 hours of CE every two years beginning in 2016. The Board discussed the time frame for CE and agreed credit hours obtained 2014-2016 would be reportable. Dr. Longwell noted that they also needed to consider the audit of CE hours.

Long Range Planning/Plan B Workgroup: Ms. Chovanec informed the Board that she reached out to the Louisiana Association of Nonprofit Organizations [LANA] to discuss strategic planning for the Board. Ms. Chovanec suggested that the organization could provide a group facilitator for the process. Ms. Bradford inquired whether there was a cost involved. Ms. Chovanec was unsure but thought it may be free. Ms. Bellaci suggested that Ms. Chovanec facilitate the group discussion instead of an outside facilitator. Ms. Brocato moved to have Ms. Chovanec continue to gather information on the strategic planning and facilitator. The motion passed unanimously.

Discussion Items:

1. **Drafting of Minutes:** Ms. Bellaci moved to allow Ms. Parker to continue drafting monthly meeting minutes for Board review. The Board discussed the motion. The motion passed unanimously.
2. **Drafting of Board Letters:** Ms. Bellaci moved to allow Ms. Parker to continue drafting Board correspondence for final approval to be given by the Board or Committee Chair. The Board discussed the motion. The motion passed unanimously.
3. **Use of Personal Email Addresses for Board Business:** Ms. Parker reminded the Board to use the "la.gov" email addresses for Board business.
4. **Board policies and procedures:** Ms. Parker reminded the Board that a policies manual should be maintained on an ongoing basis. Dr. Longwell agreed to help compile the information.
5. **Final Ethics Board Request:** Ms. Parker presented the Board with the final letter submitted to the Ethics Board. Ms. Parker noted that she anticipates the matter will be heard in May. The Board agreed to discuss this further at the next meeting once the agenda is available for the Ethics Board.
6. **AG Questions/Open Meetings Laws:** The Board discussed the list of questions drafted by Ms. Chovanec. The Board discussed multiple resources to help answer the questions on the list in an effort to conserve costs associated with the attorney.
7. **Website update and additions:** Ms. Chovanec addressed the Board about adding information to the website. Ms. Parker reported that the Board was only contracted for 5 pages, but offered to inquire with the contractor regarding any additional costs.
8. **ABAI Conference Promotional Material:** Ms. Chovanec addressed the Board about participation in the ABAI Conference. Ms. Brocato commented that she thought this issue was discussed with LABAA previously. Ms. Brocato reflected on her conversation with LABAA's President and reminded the members that LABAA offered to hand out licensing information. Ms. Brocato suggested some sort of flow chart for other states. Dr. Zimmermann commented that

a fact sheet might be helpful. Dr. Longwell commented that she wanted to make sure it was clear that the Board is not advocating and only educating. Ms. Chovanec agreed to prepare a fact sheet for review by the full Board at the May meeting.

9. **Declaration of Practice:** Ms. Parker noted that this item was added to the agenda because it was a previous discussion item but no action was taken on it. Ms. Chovanec recalled requesting this item on the agenda previously because she noted it was an important document. Ms. Bradford noted the declaration recommendation is in the BACB Code of Ethics. The Board discussed the idea. Dr. Longwell moved to table the decision on the declaration of practice and move it to the long range planning committee. The motion passed unanimously.

Dr. Zimmermann moved to adjourn the meeting at 4:40 p.m. The motion passed.